

## MEMORANDUM

**TO:** Local Boards

**FROM:** Teresa Damaso, Director, Program Delivery Support Branch

**DATE:** May 27, 2016

**SUBJECT:** Local Board 2016-17 Operating and Reporting Requirements

---

### OBJECTIVE:

The purpose of this bulletin is to provide Local Boards with information on the newly posted Local Board 2016-17 Operating and Reporting Requirements.

This document can be found on the Employment Ontario Partners' Gateway at [www.eopg.ca](http://www.eopg.ca) in the section Programs and Services, Labour Market Partnerships (LMP).

### BACKGROUND:

Each year the Ministry contracts with Local Boards for local labour market planning purposes. This includes identifying, assessing and prioritizing the skills and employment needs of employers, job seekers, apprentices and learners.

As part of LB performance measurement, the Ministry must monitor and evaluate Local Boards. To help in this process, the Operating and Reporting Requirements outline the Local Board deliverables and identifies timelines for administrative reports due to the Ministry.

If you require further information please contact your local MTCU office.